



Training Workgroup Meeting Notes

TO:
Training Workgroup Members

FROM:
Colleen Graber

SUBJECT:
Meeting of October 15, 2008

DATE:
October 28, 2008

Items Relevant to Other Workgroups

- Communications Workgroup:
 - This group is interested in improving the Campaign's Web site to include a variety of elements to promote training (see details below).

Public Policy Research,

Development,

and Evaluation

Attendees

Lisa Chapman, CSH
Jeff Betlewski, GOCAA
Monica Bellamy, MDCH
Lindsey Bishop, CSH
Carrie Fortune, MCCSA

Sue Hanington, 2/42 Community Church;
Amy Smith, St. Clair CMH
Paulette Smith, MSHDA
Chuck Steinberg, MCAH
Colleen Graber, PPA
Danielle Moore, PPA

Absent: Shannon Baltimore, HUD; Emily Doerr, CEDAM

Jeffrey D. Padden

President

Discussion Items

- Welcome and Introductions
 - Lisa Chapman began with introductions and attendance. Lisa is serving as the group's chair. Colleen is helping to support and facilitate the group, working closely with Lisa.
 - We are holding off on selecting a co-chair for now.
- Workgroup Charter
 - Colleen suggested that it's a guidance document and a procedures document mainly. She reviewed the contents of the Charter. The purpose of the Charter is to provide context for the group's action and to keep consistent expectations across the five statewide workgroups. The deliverables and measures of success are structured to help the workgroups to be productive.

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- Lisa sits on the Departmental Resources Team (DRT) and Colleen also attends those meetings, so there is communication through them about the workgroup. It was noted that amendments can always be made to the document.
 - Most meetings will be by phone, but PPA is looking into possibly doing webinars.
 - Everyone agreed that the strategic areas suggested by the Policy Academy were the same issues that were going to be worked on, but the group talked through each one and make refinements (see below).
- Review of Policy Academy for Homeless Families and Children Recommendations
- It was said that there needs to be clear wording as to our intentions and roles. Are we actually doing the training? (No.) Chuck recommended that we work on a goal-based approach.
 - *Strategic Issue 1, revised to state:* Strategically support the Ten-Year Campaign effort through the promotion of education, training, and technical assistance to local nonprofits, public systems, and housing providers.
 - ◆ Goal 1.1, revised to state: Facilitate networking between partners via the Campaign's Web site. There was discussion about having a centralized location for the information and the possibility to partner with the communications workgroups.
 - *Task 1.1.1, created:* Create a Web-based portal that has an events calendar, podcasts of training, links to resources, and a best-practices clearinghouse.
 - *Task 1.1.2, created:* Expand the Continuums of Care mailing e-mail list in order to better market training opportunities.
 - *Task 1.1.3, created:* Promote the Campaign Web site through the Regional Councils.
 - *Strategic Issue 2, kept as is:* Promote collaboration among Supportive Housing partners, including service agencies, developers, and property management companies.
 - ◆ There was some discussion of the relevance of issue two after the changing of issue one. It was concluded that issue two is more about housing and best practices.
 - ◆ *Goal 2.1, kept as is:* The Web site will be part of supporting this, but also might be opportunities to promote tours; face-to-face gatherings, like at the Affordable Housing Conference; and otherwise following up on training sessions.
 - ◆ *Goal 2.2:* Collaboration is a major part of strategy two. Some ideas discussed were partnering developers in forums and/or cluster meetings so that they might be able to cooperate and discuss their own best practice ideas. It was decided that putting groups together so they can discuss options rather than lecturing them on what they should be doing is a much better option. Need to get people out of their silos.
 - ◆ *Goal 2.3, cut:* It was cut because it was felt that it focused too much on an issue that is more the domain of the Housing workgroup.
 - ◆ The tasks for these goals need to be discussed.
 - *Strategic Issue 3, modified to state:* Build the knowledge capacity of organizations and communities statewide to implement strategies for ending homelessness.
 - ◆ There was not as much time to discuss this issue, but the group was concerned with how it could help to affect the knowledge even at the local level. The goals and tasks under this issue need to be discussed. One suggestion was to identify where gaps exists and what needs are out there along with what resources are available. Another was to include training for consumers (as members of the community). We could

also build awareness of funders to help with efficiency for the consumers in that regard.

- Action Plan Template
 - The plan will be updated to reflect the changes discussed during the meeting. Our next meeting will focus on developing the plan further.

Handouts

- Agenda
- Draft Charter
- Action Plan Template
- S.M.A.R.T. Outcomes
- Last meeting's notes

Next Meeting

- November 5, 2008, from 9:30-11:00 a.m., Eastern Daylight/Standard Time (EST) via conference call.
- Future meetings will be held on the 1st Wednesday of the month from 9:30-11:00 a.m. EST, via conference call until further notice. If you unable to attend any meeting, please contact Lisa in advance.